



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

U.S. Agency for International Development (USAID) based in Jakarta is recruiting Indonesian Nationals for the following position:

USAID Project Management Specialist (Sr. Regional ASEAN Affairs Specialist), FSN-10, FSN-11
(Post Code: ASEAN-11)

Salary starts from Rp 15,605,988 per month depending on qualifications, experience and salary history.

BASIC FUNCTION OF POSITION:

The incumbent supports the USAID's regional office based in Bangkok, Thailand, specifically the General Development Office (GDO) and is based in Jakarta, Indonesia. As a senior level staff in the GDO, the incumbent provides the full range of consultative, advisory, management, analytical, and networking/liaison functions to the ASEAN Affairs Program Manager to support the activities. In addition, the incumbent will be required to provide these same functions in direct support of program management activities to the GDO Office Director and other professional members of the GDO as requested.

QUALIFICATIONS REQUIRED:

- 1) Bachelor's Degree in academic discipline such as International Development, International Business, Economics, Business Administration, Public Administration, Political Science, Law, International Finance, Trade or Development is required.
- 2) Minimum five (5) years (FSN-10), seven (7) years (FSN-11) of progressively more responsible project management and strategic planning experience in the fields of economic governance, regional integration, rule of law, governance, with at least five (5) years of this experience in developing countries with international or local organization donor.
- 3) Level IV (Fluent) speaking/reading/writing in English and Indonesian. Effective written and oral communications are absolutely critical to perform successfully in this position, correspondence, and documents in a professional and competent manner requiring little or no editorial changes in English.
- 4) Must have a comprehensive knowledge of the strategies, concepts, principles, techniques and practices for implementing development interventions in economic governance, regional integration, rule of law, governance. S/he must have advanced knowledge and understanding of the GOI and other regional country governments and non-government. Excellent knowledge of the development issues in Southeast Asia, and the organizations involved in development activities is required.
- 5) Must be able to demonstrate excellent interpersonal skills so as to facilitate productive professional relationships with the US Government team, implementing partners, and national counterparts. S/he must have the ability to establish and maintain contacts at all levels of the host government and stakeholders in the non-governmental arena in order to explain USAID political process project/program policies, objectives, and procedures. S/he must also demonstrate potential to acquire knowledge of USG legislation relating to humanitarian and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of

the objectives, methodology, and status of the Mission's overall Strategic objectives and goal. S/he must be able to prepare briefing documents (as/when required) including participating in the drafting of annual Technical Programmatic and Fiscal reports, Performance Monitoring Plan (PMP), Operational Plan, Plan and Performance Report (PPR), Portfolio Review.

All candidates are encouraged to provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment.

Only short listed candidates will be notified for test and interview.

Send letter of application, complete resume in English and supporting documents (in Microsoft Word document format) & please put the post code: ASEAN-11 on the subject of your email to: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION: May 28, 2014

Candidates who applied previously need not reapply as those applications are still in HR's files

For more information, please visit USAID Website: <http://indonesia.usaid.gov>